

COVERSHEET

EIA Program Report for FY2004-05 And Budget Request for FY 2005-06

**Completed Program Report/Budget Request Not To Exceed Eight Pages and Must Be In
At Least Ten-Point Type**

15 Copies and One Electronic File Are Requested by October 15, 2004

EIA PROGRAM NAME: SC School Improvement Council

PROGRAM ADMINISTRATION

Program Director: Dr. Jean M. Norman

**Address: College of Education, Suite 001
University of South Carolina
Columbia, SC 29208**

803-777-7658	803-7770023	jnorman@gwm.sc.edu
Telephone	FAX	Email

PROGRAM FISCAL MANAGEMENT

Program Fiscal Officer/Contact: Steve Mattison

**Address: Budget Office
College of Education, USC
Columbia, SC 29208**

803-777-3076		smattiso@gwm.sc.edu
Telephone	FAX	Email

PERSON SUBMITTING REPORT: Dr. Jean M. Norman

Signature: _____

Date: October 15, 2004

FY 2004-05 EIA Program Report

EIA Program Name: SC School Improvement Council

The purpose of this report is to determine the effectiveness of the program in meeting its objectives during the prior fiscal year. The report also requests information on the objectives of the program during the current fiscal year. Please answer the following questions and provide quantifiable results when available.

Effectiveness Measures: (See attached definition of terms and directions)

1. What were the objectives of this program during Fiscal Year 2003-04?

The mission of SC School Improvement Council (SC-SIC) is to assist local school improvement councils to work effectively in promoting and sustaining continuous school improvement. SC-SIC fulfills this mission by advocating for local school improvement councils (SICs) and providing training, technical assistance, and a variety of materials to SICs and related school personnel.

The SC-SIC mission was put into operation in FY04 with a focus on accomplishing four goals:

- 1- Increase access to information, training, and assistance to all SICs statewide.
- 2- Provide multiple targeted opportunities for assistance and training to the SICs at schools designated as unsatisfactory.
- 3- Expand the public's awareness of the role of school improvement councils in the improvement and accountability process.
- 4- Collaborate with other agencies and organizations to deliver training, assistance, and support for the role and participation of SICs in sustained school improvement and accountability.

2. Were the Fiscal Year 2003-04 objectives met? Please provide specific, quantifiable data and explanations.

SC School Improvement Council reorganized the responsibilities of the staff to accomplish the goals. One part-time Council Specialist was hired to provide direct assistance to the schools designated as unsatisfactory. Two full-time professional staff devoted their efforts to developing effective training accessed through technology and regional training. The reorganization in response to budget reductions effectively increased the availability of resources to SIC members.

Goal 1

- SC-SIC replaced onsite SIC trainings at the school and district levels with a newly produced video of "The Basics," which aired across the state to all schools via ETV and

Distance Education Learning Centers. Each district received a copy of the video to copy and distribute as needed. The video is a companion to the SIC Handbook module, “The Basics” which is available for download on the SC-SIC web site www.ed.sc.edu/sic in English and Spanish.

- Six regional conferences were conducted during the year: three in the fall and three in the spring in Charleston, Greenville, and Columbia. It was a new way of delivering training; the numbers attending increased in all three locations from fall to spring. The number of individuals attending the conferences more than doubled over the previous year (439 as compared to 227 in FY03). The number of schools represented in attendance was a huge increase over the past year (232 compared to 79 in FY03). An evaluation was sent to all conference registrants in May; a 45% return rate was achieved. All (99%) of the respondents reported they shared the information learned at the conference with their SIC and 78% indicated action(s) was taken as a result of the information learned.
- New technology was acquired as a means of disseminating in-depth topical information to SIC members. A series of six half-hour live-to-tape video programs, known as *Council Update*, were aired via ETV and Distance Education Learning Centers. Topics included accountability, No Child Left Behind (NCLB) and Adequate Yearly Progress (AYP) in SC, and how to write the report to the parents. Schools downloaded the programs for use at SIC meetings, and districts downloaded the programs to air on public access TV channels and schools. Presenters included a state legislator, EOC staff, SIC officers, a principal, SDE staff, and SC-SIC staff. The evaluation referred to above also included questions about the knowledge of and value of *Council Update*. One-third of the respondents knew about the service and found it useful; a review of notification methods was recommended.
- The user-friendly SC-SIC Web site was expanded to include a wide variety of links for related information on school improvement and new federal legislation. A Spanish version of the Handbook and two different PowerPoint presentations to accompany the Handbook were also posted. Samples of bylaws and reports the SIC is required to write were updated, and publications on NCLB and the SC-SIC newsletter were posted on the site in order to have wide distribution. All SC-SIC publications are available for download on the web site.
- 10,000 Handbooks (revised) were distributed through training, upon request, and at exhibits and presentations for professional organizations and agencies.
- 20,000 copies of “Answers to Your Questions about NO CHILD LEFT BEHIND in South Carolina” were distributed to all SIC members, Title I parents, and citizens.
- Four issues of the six-page *Council NEWS* were distributed to more than 17,000 SIC members and others concerned with school improvement.
- Annual training for the SIC District Contacts provided information, materials, and services to support them in their work with the local school councils.
- Technical assistance was provided upon request by toll-free phone, email, and fax.
- The data base of 17,000 names and addresses of SIC members, school personnel related to council function, and interested citizens was streamlined for accuracy to ensure SIC members received all the information available to them.

Goal 2

- Fifty-four SICs at schools designated as unsatisfactory were provided direct, on-site training and assistance by one part-time Council Specialist. The number of on-site contacts per school varied (1 – 3) depending on the needs of the school and SIC. The total number of on-site contacts totaled 99.

- A set of benchmarks was recreated to match the standards to be met for the External Review Team and SICs were guided toward achieving those standards. By the end of the school year two-thirds of the schools met the standards for having bylaws written (for the first time) and could provide evidence of regular monthly meetings. Over 40% of the SICs were able to provide evidence of fulfilling their responsibility to write the annual report to the parents, and nearly 30% provided evidence of their contribution to the writing of the School Report Card narrative.
- The Council Specialist met first with the principal and other administrative staff to initiate the actions for the SIC. The continued contact by the Council Specialist with the principal and the SIC contributed to the quality and speed with which the benchmarks were met. Regular communication by phone, email, and post was maintained to support the school/SIC efforts to achieve their standards.
- Providing direct assistance for the first time to SICs that were either non-existent and/or non-functional required steady attention to their specific needs. Each school progressed at a different rate and the progress was measured through accomplishment of the benchmarks. Schools have continued to provide evidence of their progress through the summer and are starting the new school year organized and willing to accomplish their duties and responsibilities.

Goal 3

An initiative to increase the public awareness of the role of school improvement councils and the contribution of 16,000 volunteers serving on the councils was begun in 2001-02 by recognizing former US Secretary of Education and SC Governor and Mrs. Richard Riley with a named award that would subsequently provide annual recognition of one exemplary school improvement council. After a year long celebration for 25 years of SICs in South Carolina, the awarding of the Dick and Tunky Riley School Improvement Award was publicized broadly. The continuation of the award raises the awareness of the public about councils in their community through the application process.

- At the spring regional conference in Columbia, March 2004, the second naming of the Riley Award winner was publicized in local newspapers and included in video aired locally and on public access channels.
- The principals of the five finalist schools were recognized at the annual Summer Leadership Conference amidst 1200 of their administrator colleagues. Summary information about the accomplishments of each of the finalists was distributed to the administrators and an invitation issued to participate in the award process.
- The application process was improved and criteria clarified for the award. The number of applicants and phone calls about how to apply has increased.
- The Governor designated March as School Improvement Council month in recognition of the contribution of school improvement councils and the more than 16,000 volunteers serving on SICs across the state.
- The SC-SIC Board honored two individuals for their exemplary actions as advocates for school improvement councils; the SIC Advocate Awards were presented at the Spring Regional Conference, March 2004.

Goal 4

SICs are encouraged to form partnerships between the community, family and school. SC-SIC models partnership to advocate for the role of SICs in school improvement and a voice in accountability.

- In collaboration with the SC Department of Education and the Voices of South Carolina's Children, SC-SIC published "Answers to Questions About No Child Left Behind in South

Carolina” and distributed all 20,000 to parents in Title I schools, all SIC members, and other school professionals. The publication was posted on the Web site with permission to download and reproduce for distribution to parents.

- SC-SIC participated with the “Friends of Education,” more than 30 education and professional association leaders, to promote the role of SICs as supporter of public education and potential for participation as advocates for their school and district.
- SC-SIC collaborated with the Education Oversight Committee to communicate the information to parents and SICs about academic standards, parent involvement strategies, and information related to the School Report Card through newsletter articles, conference presentations, and video productions aired statewide to SICs.
- SC-SIC conducted presentations at conferences, seminars, and forums sponsored by organizations and associations that provide opportunities to promote awareness and skill development of their members who have responsibilities related to school improvement councils.
- SC-SIC staff serves on various state level boards and committees to raise awareness of SICs and ensure opportunities for partnership.
- SC-SIC Board members are resources for SICs in their regions and present opportunities for awareness and recognition of SIC contributions in local communities statewide.

3. What are the objectives of this program in the current fiscal year, Fiscal Year 2004-05? Explain how, if any, the objectives have changed from the prior fiscal year and why.

FY05 Objectives

To effectively meet the needs of the more than 1,100 School Improvement Councils across the state and adjust to reduced state funding for the third year in a row, SC-SIC has carefully reorganized and prioritized its services for the current year. The FY04 strategies and practices initiated as a result of the reorganization are being continued and expanded in FY05.

Goal 1

Increase *access* to information, training, and assistance to all SICs statewide.

- SC-SIC produced the SIC Handbook video “The Basics” last year which is now being used as the basis for District Contacts to conduct training this year. Each district has a copy that many have reproduced for their schools and/or aired on public education access channel in their area. The video version will be revised with a Spanish voice over and made available through an ETV satellite broadcast that every school and district can tape.
- The video is a companion to the printed version of the SIC Handbook which all new SIC members have access to through distribution by the District Contact and from the SC-SIC office. The publication is also available for download on the SC-SIC web site www.ed.sc.edu/sic in English and in Spanish.
- Though smaller in scope than one annual event, the regional conferences were found to provide SIC members with six opportunities to attend a training event in a variety of locations around the state within easy driving distance. The responses from the survey of all conference registrants indicated that for 72% of those responding, it was the only training as a SIC member that they received for the year. Based on this information, three regional conferences are scheduled again for this fall to provide direct training to SIC members. The workshops emphasize the basic components of an effective SIC and strategic planning which members can use immediately. Three additional regional conferences focusing on programs, projects, and resources for SICs will be held in the

spring. The regional conference held in Columbia will feature the presentation of the Dick and Tunky Riley School Improvement Award.

- Five of the topical programs, *Council Update*, produced and aired via ETV satellite in FY04 will be converted to CD format and each district will receive a “CD stack” of the five programs to be re-distributed to all of their schools. This action is being taken based on the survey responses indicating a high level of usefulness for the programs, but half did not know about them. Eight *Council Update* programs will be aired again this year via SC ETV satellite broadcast with improved efforts to inform members and support personnel about the airing dates and topics. The half-hour format can be taped by the district or school media specialist and shown during SIC meetings or loaned to SIC members to view at home. *Council Update* will include such topics as strategic planning, No Child Left Behind, educational advocacy, School Report Card, and analyzing data.
- Publications designed to inform will be distributed to all SIC members. Four issues of *Council News* will be published in addition to a brochure about SICs. A PowerPoint presentation in two versions is on the Web site. A pamphlet about the supplemental services available to parents through NCLB will be developed in conjunction with the SC Department of Education and Voices for South Carolina’s Children.

Goal 2

Provide multiple opportunities for assistance and training to the SICs at schools designated as unsatisfactory.

- One part-time professional, a Council Specialist, will provide customized assistance to 54 schools that have received an “unsatisfactory” grade on their school report card and remain in the External Review Team cycle.
- Coordination with the Quality Schools section of the SDE will provide additional resources for these SICs and support from the Council Specialist working with SDE staff assigned to the schools.
- The SICs will continue working toward the benchmarks identified last year for effective operation and also can expect to participate in at least one regional conference, in addition to receiving on-site training, and coaching by the Council Specialist during the year.

Goal 3

Expand the public’s awareness of the role of school improvement councils in the improvement and accountability process.

- An improved application process for the Riley Award is in place. The number of SIC members and school principals contacting the office for information about the award has increased.
- One *Council Update* program will celebrate the first winner of the Riley Award and include video of the presentation by the Rileys and a description of the 2005 application process. The half hour show will be broadcast statewide by SC ETV and distributed through the DELCs (Distance Education Learning Centers).
- A “Day at the Statehouse” in the spring will be organized for SC-SIC Board members and SIC members with media coverage.
- A “presence” of SC-SIC Board and staff in state, regional, and local level activities and events will be continued.

Goal 4

Partner with groups and organizations to advocate for the role of SICs in school improvement and accountability.

- Continue membership in the educational and professional organizations supporting education improvement, collaboration with the Education Oversight Committee and the SC Department of Education, and participation with the Friends of Education.
- Conduct presentations at conferences, seminars, and forums sponsored by organizations and associations that provide opportunities to promote awareness and skill development of their members related to school improvement councils.

4. What measures or data will be used to assess the effectiveness of this program in meeting its objectives for the current fiscal year, Fiscal Year 2004-05?

FY05 Assessment Measures

- Quantifiable data will be collected at on site to measure the numbers of council members and the number of different schools and districts represented who receive training at the regional conferences. Questions about the value of what they learned, the organization of the conference and the topics they want to know more about will be asked on an end-of-conference survey.
- Surveys about usage of training (videos, conferences, *Council Update*) will be administered via email, phone, and mail as appropriate to SIC District Contacts, principals, and SIC Chairs to identify the level of usage, value of information, and the role of SICs in the school and district strategic planning process.
- Quantifiable information about the use of the Web site, email assistance, and toll-free hotline will be collected.
- Feedback will be obtained from SC-SIC Board members and the Council Specialist to gain a regional perspective of the organization's impact on SICs.
- Face-to-face evaluations with the Council Specialist and the use of a series of effectiveness benchmarks will be charted to demonstrate progress of the unsatisfactory schools' SICs.

5. What measurable actions will be taken to assure that the program objectives of the current fiscal year, Fiscal Year 2004-05, will be met?

FY05 Measurable Actions

- The change in approach from personal on-site assistance to video-based training and information dissemination will be monitored by a series of evaluations (conducted by phone, email, and on paper) to SIC District Contacts, principals, and SIC Chairs to determine how the SICs used information from the various types of training.
- The Council Specialist will be monitored through regular review of progress reports verifying the councils' achievement of effectiveness benchmarks. A progress review also will be used to evaluate any revision of the responsibilities established for this position.
- Quantitative data about the use of videos, attendance at regional conferences, use of the Web site, and implementation of information and skills gained will be collected and evaluated against the level of service provided in FY04.
- Data will inform future decisions about personnel placement, design and delivery of training, and the distribution of publications and other materials.

FY 2005-06 EIA Budget Request

EIA Program Name: SC School Improvement Council

Information provided below will be used by the EIA and Improvement Mechanisms Subcommittee in recommending funding levels for this EIA program in Fiscal Year 2005-06 and in any proviso changes.

(1) FY 2004-05

Base Appropriation: \$180,192

(2) FY 2005-06

Total Amount Requested: \$188, 759

9.5 % Increase Requested over FY2004-05 Base

-0- % Decrease Requested over FY2004-05 Base

(3) Cost Estimates for Increase or Decrease in Funding for FY 2005-06

Identify how the requested increase or decrease in funding was calculated. For example, inflationary increases, program expansions, program reductions, changes in program objectives, etc., impact budgets. Please be specific.

The FY06 budget request is for funding at the FY03 & FY04 base of \$188,759. The SC School Improvement Council (SC-SIC) request allocations reflect the unfulfilled demand of SIC members to receive direct training and assistance.

The council membership has a 50% turnover rate annually (by legislative design) to which SC-SIC must respond by providing basic information about roles and responsibilities, membership, and effective practices that promote improved student performance. In addition to these basics, SICs will need information about monitoring the strategic plan developed in the 2004-05 school year and how to write reports based on the new goals and strategies. Video-based training will be increased and expanded in FY06 to extend the capacity of SC-SIC to assist the school improvement councils statewide in a cost-effective manner. Expenditures that reflect the cost of technology to deliver training are located in the Contractual Services category.

FY 2005-06 EIA Budget Request Continued

(4) Detailed justification for increase, decrease or maintenance of funding

Based upon the total budget request for Fiscal Year 2005-06, what would be the program objectives for this program? Explain how the proposed increase, decrease or maintenance of funding affects the current program objectives.

The strategies outlined (3) above will be provided with the same number of staff as in FY05: two full-time professionals, one part-time professional, and two support staff. The Personal Services category reflects the FY05 statutory pay increases. The Supplies and Materials category increases with the amount of publications and training materials produced. Contractual Services category also increases due to rising costs for printing and postage. This category has increased each of the past three years due to the increased amount of training and types of publications; and those costs will continue to rise as new materials are published in FY06.

The direct service to the SIC members at schools rated unsatisfactory will increase in FY05 and it is expected to increase in FY06. The contract hours for the Council Specialist were increased in FY05 due to the intensity for on-site training and services needed by these SICs; noted in the Contractual Services and Travel categories. Since this means of fulfilling the proviso requiring SC-SIC to provide direct assistance to these schools has demonstrated a positive impact on the councils' level of operation, it will be continued in FY06.

Practices and strategies initiated in FY04 have been continued in FY05 with modifications based on evaluation data. The cost of the organizational shift from personal direct training to technology-delivered training can be expected to level in FY06. Each year the number of unsatisfactory schools that will require assistance is unknown. Although the decrease in number will be very slow, it is not expected to increase above the current level in future years.

Mid-year budget cuts and reductions have occurred each year since FY02. The FY06 budget request equal to the FY03 and FY04 base is made with the intent to recoup a portion of the average annual loss of funding over the last three years of \$8071. An increase of direct assistance and training will be initiated if the appropriation can be fully funded.

(5) Detailed Justification for any additional FTEs Requested

Not applicable.

FY 2005-06 EIA Budget Request Continued

Please complete the following chart which will provide detailed budget and expenditure history.

Funding Sources	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
EIA	188759.00	188759.00	180192.00	188759.00
General Fund				
Lottery				
Fees				
Other Sources				
Grant				
Contributions, Foundation				
Other (Specify)				
MID-YEAR BUDGET CUT	6228.00	8567.00		
Carry Forward from Prior Year				
TOTAL:	182531.00	180192.00	180192.00	188759.00

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
Personal Service	98237.24	99282.42	98962.00	100979.00
Supplies & Materials	26636.66	20851.03	17500.00	17600.00
Contractual Services	20017.90	26064.92	32490.00	35500.00
Equipment	2583.11	2412.88		2500.00
Fixed Charges				
Travel	7647.76	9357.07	10000.00	12000.00
Allocations to Districts/Schools				
Employer Contributions				
Other: Please explain	27408.25	22231.72	21240.00	20180.00
dues, tuition, fringe				
Carry Forward to Prior Year				
TOTAL:	182530.92	180200.04	180192.00	188759.00
# FTES				

FY 2005-06 EIA Budget Request Continued

Proviso Changes: Please indicate any additions, deletions or amendments to existing provisos below: Not applicable.

A. Proviso Number:

B. Action (Indicate Amend, Delete, or Add):

C. Summary of Existing or New Proviso:

D. Explanation of Amendment to/or Deletion of Existing Proviso:

E. Justification (Why is this action necessary?):

F. Fiscal Impact (Include impact on all sources of funds -- state, federal, and other):

G. Submitted By (Include agency name submitting change, contact name and telephone number):

H. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline:

Definition of Terms and Directions

EIA Program Name: Name of the program or entity as reflected in the EIA budget

Effectiveness Measures: Quantifiable data that illustrate how effective the program is in meeting its mission or objectives. It is important to include the program mission statement or objectives of the program. Included must be the objectives of the program for the prior completed fiscal year, FY2003-04 and documentation about the effectiveness of the program in meeting these objectives. Also, please include the program objectives for the current fiscal year, FY2004-05 and the measures that will be used to assess the effectiveness of the program in meeting these objectives. The goals or objectives should be in terms that can easily be **quantified, evaluated and assessed**. Please include the number of students served, the percentage increase or decrease in services provided, summary information from any recent internal or external evaluations of the program, and information contained in any budget request to the Budget and Control Board. **All effectiveness measures should be reflected in quantifiable and not anecdotal data.** For example, "there was a 5% increase in the total number of students in the program resulting in an additional 100 students and a 10% increase in the total number of minorities in the program over the past three years." Also included must be the proposed actions to meet the current year's objectives and the data to be reported to show whether the objectives are met.

EIA Budget Request: Indicate the current year's EIA appropriation and for Fiscal Year 2005-06, any increase or decrease requested in funding along with the percentage change calculated. The detailed justification should include a written explanation for any increase, decrease or maintenance of funding for the program. Please provide detailed information showing how the proposed budget for Fiscal Year 2005-06 will impact the current objectives of the program. Also include a justification for any additional personnel (FTEs) requested or any additions, deletions or amendments to existing provisos. Please provide detailed information on the EIA program's budget including source of funds and expenditures. Allocations to schools and districts include any pass through funds.